## SkillPort Quick Start

### Logging into the site

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open your web browser</td>
</tr>
<tr>
<td>2</td>
<td>Type <a href="http://www.alaska.edu/hr/training/e-learning/skillsoft.xml">http://www.alaska.edu/hr/training/e-learning/skillsoft.xml</a> in the address line.</td>
</tr>
<tr>
<td>3</td>
<td>Click on <a href="http://www.alaska.edu/hr/training/e-learning/skillsoft.xml">Login to e-learning</a> and Press Enter. The Login Page is displayed.</td>
</tr>
</tbody>
</table>
| 4    | Enter your Login and Password:  
  **Login:** Your UA Username  
  **Password:** Your MyUA / EDIR password  
  Please note that for UAF or UAA users, this may be different than the account you use to check your email or sign into your computer. This is generally your AuthServ (Authentication Service) password.  
  If you are not sure what your UA Username is, you can look it up at this site: [https://uaonline.alaska.edu/banprod/owa/bwgk2gid.P_DisplayID_Request](https://uaonline.alaska.edu/banprod/owa/bwgk2gid.P_DisplayID_Request). If you have never used this account or if you need to reset your password, select the appropriate icon at this webpage for your campus helpdesk or support center to access a self-service application. |
| 5    | Click Login. The SkillPort site is displayed. |

### Accessing Learning Events via the Catalog

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<tr>
<td>1</td>
<td>Click the Catalog tab. The Catalog page is displayed. SkillPort presents learning events in an expandable catalog of assigned content. Content can be organized in standard curricula, by certification path, or in a Learning Program.</td>
</tr>
<tr>
<td>2</td>
<td>Click the hyperlink text next to the folder icon to view the selected items displayed in the catalog. To view the contents of the catalog, click through the catalog hierarchy. A breadcrumb trail at the top of the course information panel will show you where you are.</td>
</tr>
<tr>
<td>3</td>
<td>To access a learning event, select the hyperlink title text next to the icon. Clicking on the learning event title displays the Information Page for that learning event. When accessing courses, links to any associated Job Aids and Skillbriefs are found at the bottom of the page.</td>
</tr>
<tr>
<td>4</td>
<td>From the top of the Course Information page, click Play this course. The course will open in a separate window.</td>
</tr>
</tbody>
</table>

### Using Search and Learn to access Learning Events

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<tr>
<td>1</td>
<td>In the SEARCH-and-LEARN panel, type a keyword or phrase in the Search for field. Select a learning event category from the Category drop-down list. If desired, and is available, select a</td>
</tr>
</tbody>
</table>

**Search Tips**

- Search by keywords, title, or ID.  
  - **Search for**: Project Management  
  - **Category**: All  
  - **Language**: English  
  - **Search**
language from the **Language** dropdown list.

2. **Click Search**

Search results appear below the Search and Learn panel. If you searched for all categories, the results will be grouped by category. The results will be ordered according to relevance, as indicated by a thermometer icon.

3. You can narrow your search by searching within the returned results.

4. **Click the Related Search button** to display a list of learning events that relate to the event you have selected.

5. **From the main search results page, click the “View more” link to display more search results in that category.**

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**Navigating courses**

- **Begin Course** to begin the course
- **Play** to page forward in the course
- **Rewind** to page backward in the course
- **Forward** to move to the next topic

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When you launch a course, the course menu is displayed. This button also begins a topic from the Topic Intro page. The page control buttons are only active when you are playing course content or actively taking assessments.
The Learning Points dialog box allows you to navigate to any learning point in a topic by selecting that link. **NOTE:** This is available in IT courses only.

You can return to the course menu from any of the content pages or tests. The course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic or take a specific lesson test.

The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.

### Navigating IT courses (Classic content)

- Click the Unit title to view the topics within that unit
- Double click the topic title to start the topic at the beginning screen for that topic.
- The button enables you to navigate forward and back through a course.
- The button takes you to the course map screen.

### Navigating SkillSims

There are several ways to advance through a simulation

- Select specific choice text
- Choose to use an active resource on the desktop or from the Simulation Player Menu
- Click the previous button located near the top-right of the simulation interface.

Choice text options are available to you as you progress through the simulation. Usually, the response choices are either actions you can take or dialog to respond to another character.

Resources that are available to you at a given point in the simulation are called Active Resources. They appear as clickable items in the interface (a picture of a phone, computer, folder files, etc.)

The button allows you to page back through the simulation screens.
Navigating Books24x7

From SkillPort, use SkillPort Search and Learn to locate books from a keyword search. Selecting either a book title or chapter section directly from the Search and Learn results will open a new window, launching the Book Viewer.

The Book Viewer provides a simple interface to view a single book.

Navigation tools are located at the top and bottom of the viewer window.

To search the contents of the book, enter a keyword in the search box.

Click to view contents of the book.

Click to add a bookmark and note to the chapter.

Click to add the book to “My Favorites”.

Click and to move from page to page within the chapter.

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